



M000 General Preparation Standards

M070 Mixed Classes

## M072 Express Mail and Priority Mail Drop Shipment

**Summary** M072 describes the standards for using Express Mail and Priority Mail drop shipment and optional standards for mail enclosed in these shipments.

### 1.0 BASIC STANDARDS

**Enclosed Mail** Mail enclosed in a drop shipment must meet the eligibility and preparation standards for its class and rate and for any special services used. Mail requiring cancellation may not be drop shipped. For mail enclosed in an Express Mail drop shipment, available special services are indicated in [S500](#). For mail enclosed in a Priority Mail drop shipment, available special services are indicated in [S070](#). When a drop shipment is destined to a 5-digit facility, then sacking or traying is not required for letters or flats, as long as all enclosed packages are destined to the same 5-digit ZIP Code as the Express Mail or Priority Mail pouch.

1.1

**Standards** The Express Mail or Priority Mail portion of the drop shipment must meet the standards in [M500](#) or [M120](#), respectively, and the applicable standards in [D071](#) and [M072](#).

1.2

**Containers for Expedited Transport** An Express Mail drop shipment must be contained in a blue and orange Express Mail pouch. A Priority Mail drop shipment must be contained in either an orange Priority Mail sack or a letter-size tray.

1.3

**Container Labels** Container labels for drop shipments expedited by Express Mail pouches or Priority Mail sacks/trays must be barcoded and meet the requirements in [M032](#). All lines of information must be completely visible when inserted into the label holder. Sacks and trays are labeled as follows:

1.4

- a. Line 1 (destination line) provides information on the destination entry office where the enclosed mail is to be distributed:
  - (1) For BMC distribution, use [L601](#).
  - (2) For ASF distribution, use [L602](#).
  - (3) For 3-digit ZIP Code prefix groups, use [L004](#) (ADC distribution) or [L005](#) (SCF distribution).
  - (4) For 5-digit ZIP distribution, use the city, state, and 5-digit ZIP Code that appears on the enclosed mail.
- b. For Line 2 (content line), print "EXPRESS DROP SHIP" or "PRIORITY DROP SHIP," as applicable.
- c. Line 3 (origin line) must conform to the standards in [M032](#).

**Tag 157** In addition to the Express Mail pouch label, Tag 157 must be attached to each Express Mail pouch to identify it as an Express Mail drop shipment and to identify the class of mail enclosed.

1.5

**Tag 159** In addition to the Priority Mail sack label, Tag 159 must be attached to each Priority Mail sack to identify it as a Priority Mail drop shipment. Tag 159 indicates the class of mail enclosed in the Priority Mail sack and provides a place to affix Priority Mail postage.

1.6



- Label 23** As an alternative to sacking Priority Mail drop shipments, mailers may affix Label 23 to Priority Mail drop shipments prepared in letter trays. Label 23 may be used to transport one or two trays. Label 23 must be affixed to the sleeve of the top tray prior to strapping. Two trays of identical size may be bundled together, as long as each individual tray has been strapped in accordance with [M033.1.5](#). Bundled trays must be strapped securely around the length of the two trays. The total weight of tray(s) with Label 23 affixed may not exceed 70 pounds.
- 1.7

## 2.0 MARKINGS ON ENCLOSED MAIL

- Zoned Rate Mail** When the enclosed mail is zoned rate mail and has postage affixed, the following marking must appear as part of the meter stamp. The marking may be to the left of or below the meter stamp or precanceled stamp, in addition to but not interfering with other markings required for the class of mail.
- 2.1

Mail Under Cover Zone Authorization No. _____  _____ (Name of post office and state where authorized)
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- Optional Marking** The enclosed mail may show one of the optional markings below. The optional marking must be placed directly below or to the left of the postage area. The optional marking may appear in any type size or font. When an optional marking is used, the type size of the required rate marking ([M012](#)) must be at least 8 points.
- 2.2

TRANSPORTED BY [PRIORITY MAIL] [EXPRESS MAIL]  
DELIVERED LOCALLY AS [CLASS OF ENCLOSED MAIL]

EXPEDITED VIA  
USPS EXPEDITED SERVICES

EXPEDITED VIA  
USPS [EXPRESS MAIL] [PRIORITY MAIL]